



Finance and Administration Officer

- **Vacancy for:** 1
- **Posted on:** July 16, 2018
- **Deadline:** July 31, 2018, 11:55 p.m.

Functional Title: Finance Officer/Senior Finance Officer

Corporate Position: Officer (O2)/Officer (O3)

Job Location: Kathmandu

Required No: Few

Position Summary:

The Finance Officer/Senior Finance Officer is a senior position and is expected to lead the Finance & Administration Department. The incumbent shall be responsible to manage and administer finance & administration unit. S/he should be able to rationalize work, delegate tasks, apply advanced systems to simplify work and negotiate systems improvements, propose solutions to make best use of staff and financial resources.

This position reports directly to the Deputy Chief Executive Officer.

Duties and Responsibilities:

The Duties and Responsibilities of Finance Officer/Senior Finance Officer include the following:

Finance and Accounts Department:

- Negotiate with Banks, Capitals and Brokers for resolving any problems during transactions
- Research and resolve accounting issues including evaluation and implementation of new accounting pronouncements to ensure IFRS Compliance
- Prepare and finalize monthly internal financial statements and quarterly financial statements and reports
- Develop and maintain the integrity of the financial reporting process and financial controls
- Suggest changes in the monthly and quarterly reporting format, if required from time to time
- Coordinate, develop and update Company's policies and procedures over the financial reporting process
- Alert higher authorities about any probable misrepresentation of figures in financials
- Prepare Company's annual budget every year
- Prepare monthly Cash budget and provides solution for optimum utilization of idle funds
- Prepare and Finalize Annual Financial Statement of the Company along with Notes to Accounts
- Maintain and strengthen internal controls over financial reporting
- Liaise with statutory auditor and internal auditor of the Company, plans audit and coordinate with auditors for timely completion of the audit
- Identify new and improved methods of performing the activities of the department thereby ensuring better control on time and cost

Administration Department:

- Oversee the procurement process
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Approve stock consumption and balance report every month
- Implement Financial and Administration Bylaws as required
- Prepare and manage the annual departmental budget

Compliance:

- Ensure compliance under Company Act, Security Act, PMS Guidelines, Labour Act, Bonus Act and Income Tax Act and other relevant acts.
- Liaise with the Regulators and ensure the regulatory reporting within statutorily stipulated time

Education and Experiences:

- Master's Degree (at least first division) in commerce/management, statistics, finance, economics or CA/ACCA/CIMA/CFA Qualified
- At least two years of relevant work experience
- Age not exceeding 40 years

Required Skills:

- Ability to prepare and administer budgets and manage finance department
- Strong analytical skills
- Strong inter-personal skills
- Strong organizational skill
- Ability to thrive under pressure and function effectively while managing multiple tasks simultaneously
- Extensive experience and knowledge of Microsoft Excel
- Ability to make decisions and solve problems
- Demonstration of personal drive and self-motivation
- Strong conceptual and analytical skills
- Creative and innovative thinker;
- Proactive and professionally confident
- High level of attention to detail and capacity to deliver high quality work
- Demonstrated written and verbal communications skills in English
- Excellent knowledge about Tally Software

Salary and Benefits: As per Companys Policy

Selected Candidates are required to attend written exam and interview. The company retains the right to reject one or all applications without assigning any reason whatsoever.

Applying Procedure

Apply Link : <https://merojob.com/acca-operations-analyst/>

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